

RESOURCE SPECIALIST/CASE MANAGER – ADULT DRUG TREATMENT COURT
Circuit Court for Cecil County

Grant funded Salary \$35,175 (Full-Time) No Benefits

JOB SUMMARY:

This position is responsible for overseeing the ancillary service component of the Cecil County Circuit Court's Adult Drug Treatment Court, providing program support to a caseload of approximately 60 participants. Primary duties include developing case plans, facilitating access to services and monitoring participant progress, following judicial directives, assessing program and participant needs, etc. Immediate direction is received from the Drug Treatment Court Coordinator, with oversight by the Court Administrator. Circuit Court supervision and administration provided by the County Administrative Judge and/or his designee.

ESSENTIAL FUNCTIONS:

- Maintain comprehensive knowledge of community-based agencies and services; assess participant needs and make appropriate referrals to community resources, as needed
- Manage a caseload of 60 participants
- Develop and follow up on case plans; complete weekly case notes, etc.
- Develop and maintain weekly reports
- Evaluate prospective resources and establish new contacts; obtain and monitor program services and resources
- Assess and support program and participant needs
- Coordinate community service projects and volunteer projects for participants
- Facilitate participants' effective and consistent access to existing community resources; monitor participant progress
- Assist participants in obtaining access to public medical insurance coverage and disability programs
- Attend all drug court hearings and provide information and assistance as needed
- Perform other related duties as assigned

QUALIFICATIONS AND REQUIREMENTS: (special requirements continue below)

- Preferred Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field.
- Minimum Associate's degree in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology or a related field – preference may be given for additional related education
- Minimum of 2 years of work experience in a human services or case management field to include project or program case management (e.g. addictions, human/family services, health services, court management public safety, law enforcement, etc.)
- Knowledge of case management, clinical and criminal justice services, levels of care and ancillary services within Cecil County and surrounding areas
- Ability to effectively apply statutory requirements and to understand and comply with State and Federal confidentiality laws concerning medical and substance abuse treatment, and ability to work with other sensitive information and maintain appropriate confidentiality
- Computer skills sufficient to effectively utilize MSOffice Suite and other applicable software
- Strong and effective written and spoken (English) communication skills including writing and public speaking skills
- Ability to effectively compile and analyze statistical and factual data, and prepare related reports and commentary
- Ability to develop and maintain effective working relationships with co-workers and others, and to demonstrate a high degree of judgment, tact, confidentiality, diplomacy and competency in dealing with judges, attorneys, court personnel, service providers and the general public
- Ability to effectively organize work, determine priorities and complete assigned duties with minimal supervision

SPECIAL REQUIREMENTS

- Available for varied working hours when needed to accommodate judicial demands, meetings or other commitments
- Must have a valid driver's license

KIND OF EXAMINATION (may include):

- 1) An evaluation of training and experience
- 2) One or more interviews
- 3) A pre-employment physical examination and drug test

This position is grant funded therefore the salary and fringe benefits provided are contingent upon the Court receiving funding from the Office of Problem Solving Courts Drug Treatment Court Grant program through the Administrative Office of the Courts. This position is considered "contractual" by Cecil County Government and a personal services agreement must be signed

Work requires light physical effort which may include handling of light materials (case files) or boxes. Work requires contact in the community; therefore, actual office time may be limited. Work involves everyday risks or discomforts that require normal safety precautions typical of office work, e.g., use of safe practices with office equipment. The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.